

CLASSIFICATION ADDENDUM

Job Title: City Engineer

Classification Specification: Senior Manager/Program Manager

Barg Unit: Non

Pay Grade: D64

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The City Engineer performs duties managing, supervising, and evaluating all activities and programs in one or more of the following areas: public improvement project design, calculations and inspections; contract review; bid document preparation; contract payment justification/rejections; project monitoring and coordination; change order preparation; public facility planning and recordkeeping; map verification and updating; traffic engineering and transportation planning; geographic information system. Prepares and administers the division budget; conducts strategic planning; contributes to grant proposals for construction projects; prepares the Capital Improvements Program/Capital Budget and the Public Facilities Plan; assures proper contract scheduling; negotiates, manages, administers contracts, approves payments; reviews, approves, and affixes Professional Engineer stamp and seal to contract drawings; performs difficult analysis of contract/engineering data and provides technical guidance; may establish design and construction standards and ensure compliance with standards; completes complex activity reports; manages the Engineering Division; represents the Development and Public Works Department or the City as assigned; member of the DPW Management Team; acts in the absence of the DPW Director as assigned. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of civil engineering with progressively responsible engineering experience, including management experience.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.
- Registration as a Professional Civil Engineer in the State of Oregon or ability to obtain the registration within twelve (12) months of appointment.

Knowledge:

- Principles and practices of civil engineering;
- Responsibilities and statutory obligations of municipal engineering;
- Construction codes and inspection procedures, methods/materials;
- Technical requirements unique to the construction of public facilities with public funds;
- Assessment policies and practices for local improvement districts.

Skills: *(Demonstrated skill in performing the following)*

- Applying City, County, and State laws, regulations, policies, and procedures as they relate to Public Works operations;

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- Effectively making presentations containing complex technical information to both technical and non-technical audiences.

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.
Travel as required.

Addendum History

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2018.07 – Revisions HR